

# **Bridport Art Society**

## **Constitution**

### *Name*

The name of the Society is Bridport Art Society.

### *Aim*

The Society is a non-profit making body whose aim is to encourage interest in and practice of the visual arts. This includes painting in its many forms and sculpture and 3D artworks. It specifically excludes photography and photographic copies of original artworks;

The business of the Society is vested in its members at General Meetings (GMs) and in its Committee.

### *Financial and Membership Year*

Both the Financial Year and Membership Year shall run from 1st January to 31st December. The programme of events shall be co-terminous with the Membership Year.

### *Officers*

The Society shall have the following Officers: Chair, Secretary, Treasurer, Exhibition Organiser, Publicity Officer and Programme or Events Officer.

### *Committee*

The Committee shall comprise the above Officers and up to six additional Committee Members. The Committee for each year shall be elected at the Annual General Meeting (AGM). In the event that (1) the number of Committee members falls below six or (2) any Officer post becomes vacant, the Committee shall make best endeavours to redress the situation as soon as possible. All Committee Members must be members of the Society;

At Committee Meetings four members, including at least one Officer, shall form a quorum; The Committee shall have the power to legislate on any point not provided for in this Constitution;

The Committee may co-opt persons onto the Committee as it deems necessary subject to confirmation at the following AGM.

### *Responsibilities*

The Committee is responsible for running the Society and shall meet as and when necessary but at least every three months; The Chair shall have the authority to call a Committee Meeting giving not less than 7 days notice;

Control over all funds, equipment and other assets of the Society shall be vested in the Committee.

### *Annual General Meeting*

An AGM will be held in March each year for the purpose of electing a Committee, approving the annual Accounts of the previous financial year and carrying out any other business of the Society;

The Society will notify all members of the AGM (and any other General Meeting (GM) as below) in writing, not less than 14 days before the meeting. The notice shall include the agenda and related documents including the Accounts. "Any Other Business" should be notified in writing to the Chair or Secretary at least one week before the meeting although the Chair may accept business raised by a member without notice at a GM at his sole discretion. Minutes of all GMs will be made available to all members.

A GM which is not an AGM shall be called an Extraordinary General Meeting (EGM) and may be called for any purpose requiring a vote of the membership. An EGM may also be demanded by members by written request to the Chair or Secretary by at least 25% of the members.

The quorum of a GM is 5% of the total membership. Members unable to attend may give the Chair or Secretary a proxy vote to cast on their behalf which shall be counted towards the quorum. Decisions will be carried by a simple majority vote of all present including any proxy votes held. In the event of a tied vote, the Chair shall have the casting vote. Election of the Committee and approval of the annual Accounts shall require a proposer and a seconder.

### *Membership*

Any person over 16 may become a member and, having paid the annual subscription, shall have the right to participate in all Society activities and the right to vote at a GM.

### *President*

The Society may invite a President to represent the Society as its ceremonial head. The President shall hold office as long as he or the Society wishes. The President is not an Officer of the Society but shall be an Honorary Member.

### *Honorary Member*

Honorary membership may be offered subject to Committee approval to any person considered to have rendered outstanding service to the Society. An Honorary Member shall pay no membership fees but shall have the rights of an ordinary Member.

### *Exhibitions Organised under the Name of the Society*

Membership of the Society is compulsory in order to enter works in any exhibition organised by the Society.

### *Annual Subscriptions*

Annual subscriptions (membership fees) are to be set by the Committee at an amount that will cover the Society's operating costs from time to time but consistent with the Society's current/forecast financial position and its non-profit making status. They will fall due on 1st January each year.

### *Membership Records*

The Society shall keep records of all members and such details necessary to allow it to communicate with members in the running of the Society including names, addresses, e-mail addresses and phone numbers. In doing so, the Society shall conform with current applicable data protection legislation and keep personal data secure. The Society shall not sell or give the personal data of any member to any third party without the express permission of the member concerned. It shall be a condition of membership of the Society that members agree in writing, both on application to join and on renewal, to the use of their personal data in accordance with the Society's data use and protection policies.

### *Accounting*

The Treasurer shall be responsible for the Society's day to day finances and will prepare and present a set of independently examined accounts at the AGM. The Examiner of the Accounts may be a Member but not a Committee member of the Society.

### *Bank and Cash Accounts*

The Society will maintain the following financial accounts managed by the Treasurer: - Current Account for day to day transactions

- Cash Account of up to £100 held and maintained by the Treasurer
- Deposit Account to hold funds surplus to day-to-day requirements.

The Committee shall approve the bank(s) to be used for these accounts and the mandate for signatories.

### *Winding Up of the Society*

The Society can only be wound up at an AGM or at an EGM called for that purpose. There must be a two-thirds majority of the members voting for the Society to be wound up. In the event that the Society is wound up, for any reason, the responsibility for the disbursement of funds and all other assets rests with the Committee. In doing so the Committee will take into account the needs of local artistic ventures.

### *Other*

All references to "writing" shall include email. Proof of sending constitutes valid notice.

End of Constitution